



OVW

Tribal Domestic Violence and Sexual Assault Coalitions Program

Fiscal Year 2005 Solicitation

GMS REGISTRATION DEADLINE:
February 22, 2005

APPLICATION DEADLINE:
March 1, 2005

**U.S. Department of Justice
Office on Violence Against Women**
810 7th Street, NW
Washington, DC 20531

John Ashcroft
Attorney General
U.S. Department of Justice

Diane Stuart
Director
Office on Violence Against Women

Department of Justice Response Center
1-800-421-6770

TTY
202-307-2277

Office on Violence Against Women
www.ojp.usdoj.gov/vawo

Tribal Domestic Violence and Sexual Assault Coalitions Program
www.ojp.usdoj.gov/fundopps.htm

About the Office on Violence Against Women

The Office on Violence Against Women (OVW) is a component of the U.S. Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, sexual assault, and stalking. Since its inception, the Office has launched a multifaceted approach to responding to these crimes. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

About the Tribal Domestic Violence and Sexual Assault Coalitions Program

In 1978, the National Coalition Against Domestic Violence (NCADV) was created, in part, through the leadership of American Indian and Alaska Native women survivors, advocates, and their allies. The first meeting of NCADV was hosted in 1979 by an American Indian nonprofit, nongovernmental organization on an Indian reservation. One year later, in 1980, the first battered women's shelter designed for Indian women opened its doors on a reservation. Prior to the shelter's establishment, Indian women opened up their homes and used their own resources to provide services to Indian victims of domestic violence and sexual assault.

These efforts by American Indian and Alaska Native women (Indian women) to improve systemic and community responses to violence against Indian women began to multiply across the nation, developing into a movement for victims' rights in Indian country. Drawing from unique traditions, Indian governments have been working in partnership with nonprofit organizations to promote the safety of Indian victims and the accountability of offenders. The VAWA offered additional resources and training to Indian tribes to develop specific responses to end domestic violence, sexual assault, and stalking.

Despite these considerable efforts, there are few domestic violence or sexual assault nonprofit, nongovernmental tribal coalitions dedicated to improving systemic and community responses to victims in Indian country. Statistics highlight the need for further resources and organizations devoted to the issue of violent crimes against Indian women. The Bureau of Justice Statistics reports that between 1993 and 1998, Indians sustained violent victimization at a higher per capita rate than any other group.¹ Studies also indicate that Indian women suffer a disproportionate level of intimate partner violence and sexual assault.² Responding to this critical need, in Fiscal Year 2001,

1 Rennison, Callie, *Violent Victimization and Race*, Washington, D.C.: Bureau of Justice Statistics, March 2001, NCJ 176354, p. 1.

2 Tjaden, Patricia, and Nancy Thoennes, *Extent, Nature, and Consequences of*

Congress appropriated resources for the development and operation of nonprofit, nongovernmental tribal domestic violence and sexual assault coalitions to address the unique issues that confront Indian victims. The Tribal Domestic Violence and Sexual Assault Coalitions Grant Program (Tribal Coalitions Program) provides much needed resources for organizing and supporting efforts to end violence against Indian women. The Tribal Coalitions Program implements certain provisions of the Violence Against Women Act of 2000 (VAWA 2000), Public Law 106-386, and the Justice for All Act of 2004.

This solicitation provides program and application guidelines for grant awards to be administered by OVW. The purpose of the Tribal Coalitions Program is to build the capacity of survivors, advocates, Indian women's organizations, and victim services providers to form nonprofit, nongovernmental tribal domestic violence and sexual assault coalitions to advance the goal of ending violence against American Indian and Alaska Native women.³ A portion of the funds provided under the Tribal Coalitions Program has been set aside to provide technical assistance to tribal coalitions.

Availability of Funds

This solicitation makes available grant funds from Fiscal Year 2004. OVW will accept applications from both currently funded tribal coalitions, as well as new tribal coalitions. Current tribal coalition grantees may be eligible for continuation or supplemental funding to support on-going activities or to enhance those activities for an extended period of time. **Continuation or supplemental funding is not guaranteed. All applications will be subject to review.**

The ability of OVW to make additional awards with Fiscal Year 2005 funding is contingent upon Congressional appropriation of funds for that purpose.

Award Period

The award period for these grants is 24 months. Budgets must reflect 24 months of project activity.

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. While there is no specific amount for which eligible organizations may apply, it is unlikely that OVW will make awards in excess of \$300,000 overall. Applicants in Alaska

Intimate Partner Violence, Findings from the National Violence Against Women Survey, Washington, D.C.: National Institute of Justice, July 2000, NCJ 181867, p. 25.

3 Projects do not need to be located in Indian country, but must include coordination or other activities in Indian country or must benefit victims of domestic violence and sexual assault in Indian country.

may apply for up to \$400,000 to account for cost differentials with travel.

Application Due Date

Please note that final applications are due **by 5:30 pm (EST) March 1, 2005, and will be accepted only through the U.S. Department of Justice's Office of Justice Programs (OJP) Online Grant Management System (GMS).** Applicants should register online with GMS **by February 22, 2005**. It may take up to one week for you to receive confirmation that you are eligible to apply. In addition, an original hard copy must be sent to Aspen Systems Corporation via overnight delivery not later than **March 1, 2005**. We strongly recommend that applicants use a trackable shipping method to confirm delivery of the application. Applicants should retain proof of timely submission.

Please refer to the "How to Apply" section on page 17 of this solicitation for further instructions.

Program Eligibility

Eligible applicants are either established nonprofit, nongovernmental tribal coalitions, or individuals or organizations that propose to incorporate as nonprofit, nongovernmental tribal coalitions will obtain nonprofit status within eight months from the beginning of the project period, that have as their primary mission addressing domestic violence and/or sexual assault against American Indian and/or Alaska Native women.

Coalitions are not required to organize across a particular type of geographic entity. Eligible applicants may include (but are not limited to): local tribal coalitions and regional tribal coalitions. Moreover, eligible coalitions may choose to focus on domestic violence or sexual assault, or may develop an approach that addresses both crimes.

The leadership and expertise of Indian survivors who have been battered and/or sexually assaulted or persons who have experience working with Indian victims of domestic violence and/or sexual assault must be evident in the development and implementation of any coalition under this program. Members of the nonprofit, nongovernmental coalition should be comprised of domestic violence and/or sexual assault service providers or victim advocacy organizations that work tribally, statewide or regionally to institute systemic reform. In addition, coalitions can have broad-based representation, including elders and youth.

Types of Applicants

OVW will accept applications for the Tribal Coalitions Program from both currently funded tribal coalitions, as well as new applicants. Current tribal coalition grantees may be eligible for continuation or supplemental funding to support on-going activities or to enhance those activities for an extended period of time. **Continuation or supplemental funding is not guaranteed. All applications will be subject to review. Those applications from current tribal coalitions receiving the highest composite scores will be given priority in award processing.**

Program Scope

A coalition is a group of individuals, victim services providers and/or organizations working together in a common effort, for a common purpose to make more effective and efficient use of resources. The common purpose of tribal domestic violence and sexual assault coalitions must include the following: ending violence against Indian women; ensuring the safety of Indian victims of domestic violence and/or sexual assault; and promoting the accountability of offenders. The leadership and expertise of Indian survivors who have been battered and/or sexually assaulted or persons who have experience working with Indian victims of domestic violence and/or sexual assault are critical to the successful development and operation of nonprofit, nongovernmental tribal domestic violence and sexual assault coalitions.

Purpose areas

Grant funds must be used for activities in compliance with the following statutory purposes:

- Increasing awareness of domestic violence and sexual assault against American Indian and Alaska Native women;
- Enhancing the response to violence against American Indian and Alaska Native women at the tribal, Federal, and State levels; and
- Identifying and providing technical assistance to coalition membership and tribal communities to enhance access to essential services to American Indian women victimized by domestic and sexual violence.

Grant funds may be used for, but are not limited to the following activities:

- Establishing and maintaining an office and hiring staff (reasonable costs in connection with the establishment of an organization are allowable);
- Providing technical assistance to coalition members, programs, organizations, and service providers;
- Expanding the capacity of coalitions;
- Developing or enhancing appropriate standards of services for service providers;
- Conducting statewide, regional, and/or tribally-based meetings or workshops for tribal victim advocates, survivors, community members, legal services staff, health care professionals, and criminal justice representatives;
- Bringing local tribal programs together to identify gaps in services and to coordinate activities;
- Coordinating and presenting public awareness or community education programs (including education for youth) to increase understanding of domestic violence and/or sexual assault; and
- Engaging in systems advocacy to effect policy and/or procedural change in order to improve institutional responses to domestic violence and sexual assault, except as prohibited by 18 U.S.C. § 1913 and 28 CFR Part 69, which restrict the use of federal funds for the purpose of lobbying. No federal funding made

available under this grant program may be used, directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government without the express prior written approval of OVW.

Grant funds may not be used for certain activities. Prohibited activities include, but are not limited to, the following:

- Hiring a grant writer;
- Addressing child abuse outside the context of domestic violence and/or sexual assault; and
- Engaging in lobbying-related activities, including the development and/or distribution of materials and travel to a state or national meeting for the sole purpose of lobbying (this prohibition pertains to federal, state, local, and tribal lobbying).

Review Process

All applications will be subject to internal review by OVW staff and will be scored according to the criteria set forth in this solicitation. **If the application fails to meet the criteria listed below for the internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are reviewed, only those sections of the application that are within scope will be reviewed.** Criteria for the review includes:

- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 6);
- Whether all statutory eligibility criteria are met (see page 5);
- Whether the proposed budget is within the established limits (see page 11);
- The geographic distribution of the applications for a national and statewide perspective;
- The ratio of population to services;
- The existence of underserved communities; and
- The type of projects already funded within an applicant's state or community.

In addition, applications for continuation funding will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities. (See page 9 for further details on criteria for this review.)

The total points possible for an application are 100 (85 points for Narrative and 15 points for Budget).

Application Content

Applicants must complete each of the following sections as part of their proposals.

Applicants will not be contacted for missing sections or incomplete information. OVW may remove the application from consideration prior to review if the application is incomplete. For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. The proposal should follow the order below for easy reading. Please be sure to number each page of the application. Please note that incomplete applications may not be considered for funding.

Applicants must use the following page format requirements:

- ☐ Double spaced
- ☐ 8 ½ x 11 inch paper
- ☐ One inch margins
- ☐ Type no smaller than 12 point, Times New Roman font
- ☐ No more than one page for Abstract
- ☐ No more than 5 pages for Status of the Project (if applicable)
- ☐ No more than 20 pages for the Project Narrative

Reviewers will not review applications exceeding the page limits, or their equivalent.

DUNS Number

A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. **The DUNS number will be entered into GMS by the applicant. An application will not be considered complete until a valid DUNS number is provided by the applicant.** Individual persons who receive a grant or cooperative agreement from the Federal government are exempt from this requirement.

Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.

If you have any questions about the DUNS number requirement, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this program is 16.587 (block 10). The cognizant Federal audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the information for the authorizing official and alternate contact is filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction or non-governmental private entity applying. If the individual applying online is not the authorizing official, that individual

must list the authorizing official's name and contact information where appropriate.

Abstract/Proposal Summary:

The abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and should describe concisely the current project goals and objectives. Summaries of past accomplishments should be avoided in the abstract.

Status of the Current Project: Applicants for continuation funding only. The application may receive a deduction in points based on the criteria listed below.

This section should be provided on a separate page. State what has been accomplished with previous funding under the Tribal Coalitions Program, including the following:

- A description of the goals and objectives from the prior grant period and a brief discussion of the status of the existing project;
- The status of any project products;
- Any unanticipated obstacles to project implementation.

This section should be as clear and succinct as possible.

Current projects will be rated by OVW using the following criteria:

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal;
- Whether the grantee has demonstrated that past activities supported with Tribal Coalition Program funds have been limited to program Purpose Areas;
- Whether the grantee has complied with all special conditions of its existing grant award from the Department of Justice;
- Whether the grantee has adhered to programmatic and financial reporting requirements;
- Whether the grantee has completed the project goals, objectives, and products according to the approved time line;
- Whether the grantee has demonstrated a commitment to sustaining the project after federal funds are no longer available;
- Whether the grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;

- Whether the grantee has received financial clearances on all current grants from DOJ;
- Whether the grantee has complied with the Office of Management and Budget audit requirement.

Project Narrative:

The narrative should include the following (totaling 85 points):

Need for the Project: 10 points

- Describe the challenges and problems to be addressed and how a tribal coalition would address those challenges and problems;
- Describe the communities which would be affected by the coalition, including the location, population, and demographic information;
- Include background information such as name, history, proposed or established membership requirements, etc.; and
- Include the coalition's mission statement and any accomplishments.

What Will be Done: 40 points

- Describe the project goals and action plan, including a time line and a description of responsible individuals and agencies;
- Identify the staffing needs, including job descriptions identifying the responsibilities of proposed staff positions and qualifications that would be required of key staff conducting and managing the proposed project;
- Outline the technical assistance and training needs of the coalition; and
- Describe any products that can be shared with other grantees. Products may include, but are not limited to mission statements, articles of incorporation, policies and protocols, curricula, public education and training materials, and audio-visual materials.

Who Will Implement the Project: 30 points

All applicants must identify those persons in leadership positions (or points of contact). Include resumes or a summary describing experience working with Indian victims of domestic violence and/or sexual assault.

Sustainability Plan: 5 points

Because this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the Tribal Coalitions Program were no longer available.

The plan will be evaluated on whether it proposes feasible strategies to preserve project activities long-term. **Continuation or supplemental funding is not guaranteed and applicants are encouraged to seek additional means of support to sustain their current projects.**

Budget Detail Worksheet and Narrative: 15 Points

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide project development, training, and implementation.

Budget Caps

Although there is no specific amount for which eligible organizations may apply, it is unlikely that OVW will make awards in excess of \$300,000 overall. Applicants in Alaska may apply for up to \$400,000 to account for cost differentials with travel.

OVW has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.

Match Requirements

A grant made under this Program may not cover more than 75% of the total costs of the project(s) funded. **The application must identify the source of the 25% non-Federal portion of the budget and how the match funds will be used.** Coalitions may satisfy this match requirement with either cash or in-kind services. The formula for calculating match is:

$$\frac{\text{Federal Funds}}{75\%} = \text{Amount} \times 25\% = \text{match}$$

For a federal award amount of \$300,000, match would be:

$$\frac{\$300,000}{75\%} = \$400,000 \times 25\% = \$100,000 \text{ match}$$

The purpose of matching funds is to augment the resources available from grant funds. The costs of activities counted as match must be directly related to the project goals and objectives and should be included as part of any evaluation or assessment. For example, if half of a coordinator's time is supported with grant funds, that coordinator must track ALL of her or his time to demonstrate that 50% of it was devoted to the grant-funded project. In-kind match must be documented in the same manner as grant-funded activities. The source of the 25% non-federal portion of the budget is governed

by OJP's *Financial Guide* and the Grants to Combat Violent Crimes Against Women statute.

Match

In-kind match may include donations of expendable equipment; office supplies; workshop or education and training materials; work space; or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor, if the services provided are an integral and necessary part of a funded project. The value placed on loaned or donated equipment may not exceed its fair rental value. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented and, to the extent feasible, supported by the same valuation methods used by the recipient organization for its own employees. The value of donated space may not exceed the fair rental value of comparable space, as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality. The basis for determining the value of personal services, materials, equipment, and space must be documented.

Following are some specific examples of possible sources of match for this program:

- If an entity other than the coalition donates office space free of charge to the coalition for the project, the rental value of the space may be used as match. Similarly, the cost of utilities, insurance, security, janitorial services and the like may be used as in-kind match to the extent they are not being paid out of grant funds. Coalitions may also receive short term donations of space, such as a room to hold a meeting or a training event, which may be used as match;
- The salaries of coalition employees who are working on grant-related purposes but are not paid with grant funds may be used. For example, training coordinators or other employees could be used as match to the extent that they are not paid by grant funds;
- If the project has a board of directors or advisory board and the members are not compensated for their time or travel, the time or travel spent by the board members may be used as match. Similarly, other groups, such as a training committee made up of representatives from victim services programs could be used as match to the extent that the members are not paid for their time through grant funds. Any other volunteers involved in the project, such as trainers and speakers or pro bono attorneys and other professionals, also may be used as match;
- The reasonable value of donated tangible goods may be used as match. For example, a program may receive donations of used furniture, the reasonable value of which may be used. A coalition may also solicit donations both from individuals and from companies such as supermarkets of food and other items that can be used by the coalition;
- Coalitions also may receive donations of services that can be used as match. For example, a local printing company may agree to print some training materials at no

cost to the coalition. Other examples of donated services may include web space and services, other computer services, legal services, and accounting services; and

- Coalitions may use several forms of cash match as well. If the coalition receives cash donations or membership dues, this may be used as match. Also, grants from private foundations or state and local governments, as well as money received through the United Way may be used as match.

Budget requirements

The following is a short list of budget guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day because they require prior approval from the Director of the Office on Violence Against Women.
- All applicants **are required** to allocate at least \$30,000, to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applications selected for funding which do not include the entire recommended amount will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. This required amount must be included in the “travel” category. Please provide an estimated breakdown for this amount (including 3-4 trips per year, number of travelers, airfare or mileage, lodging, per diem, etc.). These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW. Please see the sample travel budget in Appendix B.
- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by OJP’s Office of the Comptroller. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at www.ojp.usdoj.gov/oc/fmts.htm.

A blank Budget Detail Worksheet is included in Appendix B of this solicitation. The budget and budget narrative should be submitted online as one attachment under “Budget Narrative.” When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined.

Support Letters(s) from existing tribal domestic violence or sexual assault victim advocacy programs or organizations:

Applicants must include a letter(s) from community members to be served or from existing tribal domestic violence or sexual assault victim advocacy programs or organizations describing their involvement with the development and/or operation of the

tribal coalition. Please write the application number on the top of each page and fax to both 202/354-4147 and 202/354-4079.

Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Review the assurances and certification forms. Agreement to these assurances and certifications will be assumed upon receipt of an application received through GMS.

NOTE: If the authorizing official is not the individual submitting the application via GMS, be sure the correct authorizing official information has been entered.

Anti-Lobbying Act

In 2002, the Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352. The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally-appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval of OVW. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Certification of Non-supplanting

Applicants must submit a letter to OVW's Director, Diane M. Stuart, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. This letter must be faxed to both 202/354-4147 and 354-4079 or electronically scanned and submitted as an attachment via GMS. A sample certification of non-supplanting is included in Appendix C of this solicitation.

Additional Program Requirements

Technical Assistance

OVW will offer grantees a range of technical assistance and training opportunities to help them implement successful projects. Accordingly, applicants are required to allocate at least \$30,000, to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applications selected for funding which do not include the entire

recommended amount will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. This required amount must be included in the “travel” category. Please provide an estimated breakdown for this amount (including 3-4 trips per year, number of travelers, airfare or mileage, lodging, per diem, etc.). These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW. Please see the sample travel budget in Appendix B.

Performance Measurement

There are two statutory requirements that require OVW grantees to collect and maintain data that measures the effectiveness of the funded projects. First, the Government Performance and Results Act of 1993 (GPRA) requires agencies to report on the results of government programs and activities. Second, the Violence Against Women Act of 2000 mandates that all OVW grant recipients report on the effectiveness of their programs. To address these statutory requirements, OVW has developed a Tribal Coalitions semi-annual Progress Report that requests specific data on grantee activities. Information that grantees must collect for this progress report includes:

- Number of member programs belonging to the coalition; and
- Number of staff in the coalition.

Reporting Requirements

Grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. In addition, grant recipients who expend \$500,000 or more in Federal funds during their fiscal year are required to submit a single organization-wide audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

Financial Capability Questionnaire

All nonprofit, nongovernmental organizations that apply for funding with OVW that have not previously (or within the last 3 years) received funding from OVW or OJP must complete a Financial Capability Questionnaire. The form can be found at <http://www.ojp.usdoj.gov/oc>. Please fax this form to both 202/354-4147 and 202/354-4079 and include the application number predominantly on the cover page and on each page of the form.

OJP Financial Guide

All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Response Center (1-800-421-6770) and also through the OJP web page: <http://www.ojp.usdoj.gov/FinGuide>.

Suspension or Termination of Funding

OVW may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient who has failed to comply substantially with the following:

- The requirements of VAWA and statutory objectives of the Tribal Domestic Violence and Sexual Assault Coalitions Program;
- Timely submission of quarterly Financial Status Reports;
- Timely submission of semi-annual Progress Reports;
- The regulations and/or guidelines issued for the Tribal Domestic Violence and Sexual Assault Coalitions Program and any other regulations applicable to OVW grantees; or
- The application submitted in accordance with the provisions of VAWA or any other applicable federal Act.

OVW will provide reasonable notice of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in the Department of Justice regulations at 28 CFR Part 18. References to the Office of Justice Programs and its components are deemed to refer to the Office on Violence Against Women. The responsible agency official, as defined by 28 CFR § 18.3(h), is the Director of the Office on Violence Against Women.

Single Point of Contact Review

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC) if one exists, and if this program has been selected for review by the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be indicated on the Form SF-424. The list of SPOCs can be found at:

<http://www.whitehouse.gov/omb/grants/spoc.html>.

Faith-Based Organizations

Consistent with President Bush's Executive Order 13279, December 12, 2002, and 28 CFR Part 38 and 90.3, it is OVW policy that faith-based and community organizations that statutorily qualify as eligible applicants under OVW programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with non faith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of OJP. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

Services to Limited-English-Proficient (LEP) Persons:

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov or by contacting the Office of Justice Program's Office for Civil Rights at (202) 307-0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street, N.W., 8th Floor
Washington, D.C. 20531

How To Apply

Applicants must submit a fully executed application to OVW through the **Grant Management System (GMS)**, including all required supporting documentation. **Faxed applications will not be accepted. However, certain supporting documentation may be submitted to GMS via fax as described below.** Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), PDF files, (.pdf), or Text Documents (.txt). (Please refer to Appendix A, the Step-by-Step Guide to OJP's Grants Management System.)

The following documents must be submitted via GMS:

- the SF-424;
- Certifications and Assurances;
- the project abstract and project narrative; and

- the budget, budget summary, and budget narrative.

Supporting documentation can be submitted via fax to both 202/354-4147 and 202/354-4079, or electronically through GMS, and can include:

- Certification of non-supplanting
- Letter(s) of support

Note: The Catalog of Federal Domestic Assistance number for the Tribal Coalitions Program is 16.587.

The application number must be included on the cover page of all faxes. Detailed instructions on how to use the GMS system to submit your application online are available at OVW's web page, www.ojp.usdoj.gov/vawo. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

Additionally, to help expedite the peer review process, **applicants must send via overnight delivery a hard-copy original of the application, postmarked by March 1, 2005 to:**

**Tribal Domestic Violence and Sexual Assault Coalitions Program
Aspen Systems Corporation
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 208504**

Application Due Date

Applications must be electronically received by the close of business (5:30 p.m. EST) on **March 1, 2005**. The application attachments (e.g., letter(s) of support, certification of non-supplanting, etc.) may be faxed to both 202/354-4147 and 202/354-4079 or submitted through GMS as attachments and must also be received by 5:30 p.m. EST on **March 1, 2005**. The hard copy original must be sent to OVW via overnight delivery not later than **March 1, 2005**. Applicants should retain proof of timely submission.

We recommend that you register through GMS at least two weeks before the application due date, or no later than **February 22, 2005**. All applicants must receive confirmation of eligibility that they are eligible to submit an application through GMS prior to completing the application submission process. **For additional information, please contact the Office on Violence Against Women at (202) 307-6026.**

APPENDIX A

Step-by-Step Guide to OJP's Grants Management System

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.587, titled Tribal Domestic Violence and Sexual Assault Coalitions Program.

OVW requires that funding applications be submitted through the OJP Grants Management System (GMS). To access the system, go to **<https://grants.ojp.usdoj.gov>**. Attachments submitted via GMS must be in one of the following formats: Microsoft Word document (.doc), PDF file (.pdf), or text documents (.txt).

Applicants should use all criteria and guidelines found in this program solicitation to help them prepare their grant application. Applications must be submitted to OVW electronically through GMS no later than 5:30 p.m. ET on March 1, 2005. However, to allow adequate time to register on the online system, applicants must register for this solicitation (see Step 2 below) by February 22, 2005.

Applicants who experience difficulties at any point in this process should call the GMS Help Desk at 1-888-549-9901 option # 3.

Step 1: Signing On

Applicants who already have a GMS user ID and password should select "GMS Sign-In." Even applicants who already have a user ID will not be considered registered for the solicitation until they have signed on to GMS and selected the appropriate solicitation. To do so, proceed to step 2.

Applicants who do not have a GMS user ID and have verified that their organization has never submitted an application in the GMS should select "New User? Register Here." To verify whether or not a used ID has been assigned to your organization, please call the GMS helpdesk (1-888-549-9901 option # 3). After providing all the required information, click "Create Account" at the bottom of the page. Keep in mind that punctuation can not be used when providing the required information (only characters). Applicants should be sure to note their user ID and password, which are both case sensitive.

Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. An application will not be considered complete until a valid DUNS number is provided by the applicant. Applicants can receive a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-800-333-0505.

Step 2: Registering on GMS/Selecting the Program

After you have logged onto the system using your user ID and password, click on “Funding Opportunities.”

Select the “Office on Violence Against Women” from the drop-down list and click “Search.” This will narrow the list of solicitations within the Office of Justice Programs to those in OVW.

From the list of OVW grants, find “Tribal Domestic Violence and Sexual Assault Coalitions Program” and click “Apply Online.”

Confirm that your organization is eligible to apply for this program by reading the text on the screen. If eligible, proceed by clicking “Continue.”

Step 3: Completing the Overview Information

Once you have selected the solicitation, you have completed your registration. You can either complete the application or log off and continue this process at a later time. To verify that you have registered, click the “GMS home” button located on the left side towards the bottom of the page. This will take you to your homepage. You should now see a grey and yellow shaded box with an application number in it. The application number is verification of your registration.

To continue, select the type of application by choosing “Application Non-Construction” in the “Type of Submission” section.

Select “New” in the drop-down box for “Type of Application.”

If your state has a review and comment process under Executive Order 12372 (available online at <http://policy.fws.gov/library/rgeo12372.pdf>), then select either “Yes” and the date you made this application available under that review or “N/A” because this program has not been selected by your state for such a review. If your state does not have such a process, then select “No. Program Not Covered by E.O. 12372.”

Click “Save and Continue.”

Step 4: Completing the Applicant Information

Answer “Yes” or “No” to the question about whether or not your organization is delinquent on any federal debt.

The information you submitted during the registration process will appear on this page. Check this information for accuracy and relevance to your organization and make any needed changes.

Click “Save and Continue.”

Step 5: Completing the Project Information

Provide a title that is descriptive of your project.

List the geographic areas to be affected by the project.

Enter start and end dates for the project that fall within the parameters described in the solicitation guidelines (e.g., 24 months).

Select all of the congressional districts that are affected by this application. To select multiple districts, hold down the CTRL key while making your selections.

Enter the amount of the grant for which your organization is applying on the federal line under the “Estimated Funding” section. When inputting this number, **do not** use commas. The system will not accept the information if commas are used.

Click “Save and Continue.”

Step 6: Uploading Attachments

You will be asked to upload three attachments to the online application system. Please note that files attached to applications submitted online in GMS must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or text documents (.txt). (See Application Content for detailed instructions about the information to include in each attachment.)

- Budget Detail Worksheet (Attachment #1).
- Program Narrative (Attachment #2).
- Other Program Attachments (Attachment #3).

To upload these documents, click “Attach.” A new window will open. To continue, click “Browse” and find the file on your computer or the network drive from which you wish to upload, then click on “Upload Your Document.” A window that says “File Upload Successful” should pop up. Next to the upload list, the notation should change to “Attachment OK.” Repeat these steps for all three uploads. Even if your application only has two attachments, you will need to upload a third attachment (e.g. a document saved as “blank attachment”) for GMS to accept your application.

Please note: Depending on the size of the attachment and/or your computer connection, this process can take several hours. The system will shut down promptly at the deadline. Any incomplete application will not be accepted and no exceptions will be granted. Please plan accordingly.

If you encounter any difficulties uploading your file, click on “Tips for Successful Upload.” This document will explain the usual problems with uploading files and will help you through them.

Click “Save and Continue.”

Step 7: Completing the Assurances and Certifications

You will need to accept both the assurances document and the certifications document.

To do so, click on the links marked “Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.”

Read both documents. At the bottom of each one, click the “Accept” button.

When you have accepted both documents, enter the correct personal information for the person submitting the application.

Click the box next to the text at the bottom of the page to certify that the person submitting the application is authorized to accept these assurance and certifications.

Click “Save and Continue.”

Step 8: Reviewing the SF-424

By answering the questions contained in GMS, you have completed the Standard Form 424 and forms required to apply for grant funding. Take a moment to review the SF-424 to ensure that it is accurate.

If you need to make changes to any portion of the application, simply click that section along the left side of the screen and be sure to click “Save and Continue” after making any changes.

When you are sure that the information is accurate, click “Continue.”

Step 9: Submitting the Application

A list of application components will appear on the screen. It should say “Complete” before each component. If it says “Incomplete” then click on the word and it will take

you back to the section that needs to be completed. At the top of that screen, it will explain what is missing.

In addition, read below the list of components for any language telling you that your user ID has not been approved. Even if you have a complete application, you will be unable to submit it until OVW has approved your user ID. OVW will approve your user ID within 5 business days after you begin your application.

Documents that cannot be submitted electronically through GMS (e.g. MOU, and letter of non-supplanting) must be faxed to both 202/354-4147 and 202/354-4079. You must include your GMS application number and the Program title of the OVW program to which you are applying on all materials submitted by fax.

Note: If the applicant notifies OVW in advance of the deadline of its inability to submit an application electronically and demonstrates that it has made reasonable efforts to comply with the requirement to submit its application electronically, OVW may, at its discretion, allow submission of the application in a paper version via overnight express only. (General mail delivery is still delayed by heightened security screenings in the D.C. area.) The applicant must continue its efforts to submit an application electronically. An application approved for submission in hard copy/paper version will be accepted only if it is postmarked no later than the date of the application deadline and is sent to the address listed in the Additional Information section.

APPENDIX B
BUDGET DETAIL WORKSHEET AND SAMPLE BUDGET

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

| Name/Position | Computation | Cost |
|---------------|-------------|------|
|---------------|-------------|------|

TOTAL _____

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

| Name/Position | Computation | Cost |
|---------------|-------------|------|
|---------------|-------------|------|

TOTAL _____

Total Personnel & Fringe Benefits _____

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

| Purpose of Travel | Location | Item | Computation | Cost |
|-------------------|----------|------|-------------|------|
|-------------------|----------|------|-------------|------|

TOTAL _____

D. Equipment - List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included either in the "Supplies" category or "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

| Item | Computation | Cost |
|------|-------------|------|
|------|-------------|------|

TOTAL _____

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

| Supply Items | Computation | Cost |
|---------------------|--------------------|-------------|
|---------------------|--------------------|-------------|

TOTAL _____

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable, Consult with the program office before budgeting funds in this category.

| Purpose | Description of Work | Cost |
|----------------|----------------------------|-------------|
|----------------|----------------------------|-------------|

TOTAL _____

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OVW.

| Name of Consultant | Service Provided | Computation | Cost |
|--------------------|------------------|-------------|------|
|--------------------|------------------|-------------|------|

Subtotal _____

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.).

| Item | Location | Computation | Cost |
|------|----------|-------------|------|
|------|----------|-------------|------|

Subtotal _____

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

| Item | Cost |
|------|------|
|------|------|

Subtotal _____

TOTAL _____

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Description

Computation

Cost

TOTAL _____

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description

Computation

Cost

TOTAL _____

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

| Budget Category | Amount |
|---------------------------------|---------------|
| A. Personnel | _____ |
| B. Fringe Benefits | _____ |
| C. Travel | _____ |
| D. Equipment | _____ |
| E. Supplies | _____ |
| F. Construction | _____ |
| G. Consultants/Contracts | _____ |
| H. Other | _____ |
| Total Direct Costs | _____ |
| I. Indirect Costs | _____ |
| TOTAL PROJECT COSTS | _____ |

Federal Request _____

Required 25% Non-Federal Amount _____

Sample

OMB Approval No. 1121-0188
Expires 5-98 (Rev. 12/97)

TRAVEL SECTION ONLY

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

| Purpose of Travel | Location | Item | Computation | Cost |
|-------------------|----------|------|-------------|------|
|-------------------|----------|------|-------------|------|

OVW technical assistance and training travel

3 coalition representatives will attend 6-8 training/technical assistance sessions

| | | |
|-----|--------------------------------------|----------|
| TBD | Airfare (\$399 x 3 people x 8 trips) | \$ 9,576 |
|-----|--------------------------------------|----------|

| | | |
|-------|---|----------|
| Hotel | (\$115/night x 5 nights x 3 people x 8 trips) | \$13,800 |
|-------|---|----------|

| | | |
|-------|--|----------|
| Meals | (\$46/day x 6 days x 3 people x 8 trips) | \$ 6,624 |
|-------|--|----------|

The \$30,000 OVW technical assistance and training has been budgeted in accordance with the program guidelines. The sites of the training sessions are unknown at this time.

(Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.)

TOTAL \$30,000

APPENDIX C
SAMPLE CERTIFICATION OF NON-SUPPLANTING

SAMPLE

[Applicant Letterhead]

[Date]

Diane Stuart, Director
Office on Violence Against Women
U.S. Department of Justice
810 7th Street, NW
Washington, DC 20531

Dear Ms. Stuart:

[Name of Tribal Coalition] certifies that any funds awarded through the Tribal Domestic Violence and Sexual Assault Coalitions Grant Program will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of combating crimes of violence against Indian women.

The **[name of Tribal Coalition]** understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and or criminal penalties.

Sincerely,

[Name and Title of Authorized Representative]